



## **CODE ENFORCEMENT OFFICER II FIRE DEPARTMENT**

**Are you an experienced Fire Inspector or Code Enforcement Officer ready to inspect businesses, investigate violations and mitigate dangerous conditions? Then, consider becoming a member of the Fremont Fire Department Code Enforcement Team.**



**Apply today! The first review of applications is  
Noon on January 26, 2016.**

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a city continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

## THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the city is in the midst of developing its new Downtown and Warm Springs Innovation District, as well as developing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future. The Fire Department’s Code Enforcement Officer I/II conducts routine inspections, responds to complaints and proactively seeks out violations of the Fremont Fire Code and Municipal Code to preserve community health, safety, and quality of life and to help maintain Fremont as a great place to live, work, and play.

## THE POSITION

As a member of City of Fremont’s Fire Department, the Code Enforcement Officer II represents the City by conducting investigations related to the City’s Fire Code Compliance and Fire Prevention Programs. In this role, the Code Enforcement Officer II plays a vital role in the mission of the Fire Prevention Division to protect lives and property by reducing the factors which contribute to fires and environmental emergencies. The Fire Prevention Division currently regulates over 5500 occupancies for compliance with State and locally adopted codes and ordinances.



## EXAMPLES OF DUTIES

- Schedules, coordinates and performs business inspections and issues routine fire permits.
- Conduct site inspections, interviews, and field investigations.
- Receives and answers complaints of violations of City codes and ordinances for residential, commercial and industrial property.
- Review and research case files, code manuals, zoning, general planning and tract maps and other documentation relating to involved property.
- Identifies corrective actions to be taken by businesses and monitors activities to ensure conformity to municipal and state laws, ordinances, codes and regulations.
- Explain violations and compliance options.

- Coordinate enforcement activities as needed.
- May review planning applications for enforceability of variances and use permit conditions.
- Develop and present fire prevention programs to the public
- Assist with special event and crowd control efforts.
- Prepare written reports and legal documents using a computer.
- Perform other duties as assigned.



## CANDIDATE PROFILE

The ideal candidate will have the education and experience equivalent to two years of undergraduate course work from an accredited college or university and two years of experience enforcing codes and ordinances relating to fire, planning, zoning, building, the environment or health and safety, or eighteen months of experience as a Code Enforcement Officer I with the City of Fremont. Possession of a Class C California Driver's License at the time of appointment and satisfactory driving record are required. Completion of the California Office of the State Fire Marshal Fire Prevention courses 1A, 1B, 1C or their equivalents, and/or ICC California UST Inspector certification is highly desirable.

## COMPENSATION & BENEFITS

The annual salary is \$70,781— \$86,039 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at [Fremont.gov](http://Fremont.gov) or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit and has a 12-month probationary period.

## HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: [City Jobs](#)

The recruitment will remain open until filled. The first review of applications is January 26, 2016.

The process may include a written and/or performance exam, individual and/or panel interviews, background investigation, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

### Tentative Recruitment Schedule

First Review: Jan. 26, 2016 at 12:00 p.m.

Oral Panel Interviews: Week of February 15, 2016

Start Date: To be determined

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B



## **SUPPLEMENTAL QUESTIONNAIRE - Fire Department Fire Code Enforcement Officer II**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the position of **Fire Department Fire Code Enforcement Officer II**, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of **Fire Department Fire Code Enforcement Officer II**. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

When you apply online you will be asked to respond to the following questions:

- 1) Do you have at least two years of experience enforcing codes and ordinances relating to fire, planning, zoning, building, the environment or health and safety (or 18 months of experience as a Code Enforcement Officer I with the City of Fremont)? If so, describe your experience. Include the number of years/months and name(s) of the organizations where you obtained your experience.
- 2) Do you have any experience with Fire Code Compliance, Fire Prevention, or Hazardous Materials Programs. If so, describe your experience. If not, enter "n/a" below.
- 3) Have you completed the California Office of the State Fire Marshal courses: Fire Prevention 1A, 1B, 1C, or their equivalents, and/or ICC California UST Inspector certification? If so, list the courses/certification you have completed or obtained. If not, enter "n/a" below.